



**Position Title: Psychiatric Nurse Practitioner (PNP),**

**Position Summary:**

The Psychiatric Nurse Practitioner (PNP) will launch the psychiatric nursing program at Provident, a St. Louis based behavioral health agency with a rich history of serving the community for since 1860. The PNP will work in coordination with Provident's outpatient counseling services to provide assessment and medication management services to adult and youth clients with behavioral health issues. This position will be supervised externally by a psychiatrist with whom there is a Collaborative Practice Agreement established upon hire. Liability insurance and external supervision are both paid for by the agency. The PNP will work out of one or more Provident office sites in the St. Louis metro area. Services will initially be office-based, with the opportunity to grow telehealth services in the future. The PNP will work in collaboration with a Certified Medical Assistant to coordinate client care, assist with insurance pre-authorization, and caseload management.

**Job Requirements and Qualifications:**

**Minimum Required Education:**

- Master's or Doctorate Degree in Nursing with focus on Psychiatric nursing
- Graduation from a state certified advance practice program specializing in psychiatry/mental health

**Minimum Required Experience:**

- At least 1-2 years providing direct client care to persons receiving treatment for psychiatric disorders
- Ability to work with both adult and youth/child populations

**Preferred Experience:**

- 3+ years of experience as a psychiatric provider
- Experience in telemedicine

**Licenses/Certifications:**

- Must be certified by the American Nurses Credentialing Center (ANCC) in Psychiatric Mental Health (PMH) as a Psychiatric Mental Health Nurse Practitioner (PMHNP)
- An unrestricted license to practice as an advanced practice registered nurse (APRN) in the state of Missouri
- Must have a valid DEA number and unrestricted DEA license in Missouri
- A state-issued Controlled Substance Registration (CSR) in each state where direct services will be provided.
- Registration with the state Prescription Monitoring Program (PMP) in St. Louis County and for Missouri (when state-wide PNP is developed), where direct services will be provided
- No suspension/exclusion/debarment from participation in federal health care programs (e.g. Medicare, Medicaid, SCHIP)
- Maintain credentials and licensure with all major insurance companies and licensing boards with the assistance of Provident credentialing staff.

**Other Skills Required:**

- Experience in delivering high-quality, client-centered care
- Able to document and navigate EHR independently
- Ability to maintain strict client confidentiality
- Ability to effectively communicate and interact with individuals involved in all aspects of programming – children, parents, school faculty and staff, grantors, funders, partner agencies, members of the community and Provident team members
- Serves as a representative of Provident, displaying courtesy, tact, consideration and discretion in all interactions with Provident team members, clients, school system staff and faculty, grantors, funders, regulators and members of the general public

- Proficient computer skills, including working knowledge of Microsoft Office Suite
- Ability to work effectively on multidisciplinary team
- Language Skills: Ability to read, analyze and interpret general and professional documents. Ability to write routine reports and correspondence. Ability to effectively present information in one on one and small group situations
- Must possess the ability to make independent decisions when circumstances warrant such action
- Ability to foster teamwork; train and direct the work of team members and colleagues
- Excellent organizational skills, including the ability to work productively and make independent decisions.

**Supervisory Responsibilities:**

- Supervise Medical Assistant

**Fiscal Responsibilities:**

- None

**Working Conditions / Environment:**

- Full time equates to 40 working hours per week.
- Flexibility in setting work schedule, with work hours falling between 8:00 am and 9:00 pm.
- 24/7 on-call coverage required. After hours calls will be fielded by Provident's 24/7 call center initially to triage calls and reduce number of calls sent to PNP.
- Continuously meet minimum required hours of direct services to clients each week, allowing remainder of work hours for documentation, meetings, trainings, and supervision.
- The noise level in the work environment is usually low. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, or crouch.

**Essential Duties and Responsibilities:**

- Responsible for providing psychiatric services to clients in a variety of clinical settings during scheduled hours.
- Assess, diagnose, and treat adults, adolescents, and children experiencing symptoms of a behavioral health disorder.
- Prescribe, recommend, or discontinue drugs and treatments to treat mental, emotional, or behavioral disorders in accordance with the *Collaborative Practice Agreement* and the state's *Nurse Practice Act*.
- Collaborate with counselors, social workers, or other treatment team members to coordinate client care.
- Responsible for timely and accurate completion of medical records, including assessment, treatment plan, progress notes, outcome measures, and billing entries.
- Counsel clients during appointments, as necessary.
- Design/participate in the development of individualized treatment plans, incorporating best and leading practices into treatment interventions.
- Examine or order laboratory or diagnostic tests for clients to provide information on general physical condition and mental disorders.
- Collaborate with guardians, relatives, and significant others on client's conditions and treatment when clinically appropriate.
- Prepare and submit assessments, progress notes, reports, and summaries to entities/agencies (funders, insurance companies, etc.) as required.
- Return calls and emails promptly (within 24 hours of receipt or sooner if clinically necessary)
- Respond to emergencies and provides after-hours telephone coverage for urgent client calls.
- Responsible for making independent decisions based on protocols developed utilizing national guidelines for treatment interventions.
- Responsible for maintaining customer relations with all agency staff and clients.
- Maintain medical records and submit at least 10% of records to the supervising Psychiatrist for biweekly review in accordance with the *Collaborative Practice Agreement*.
- Records all services performed for accurate billing for services provided in compliance with all local, state and federal laws, as well as payor rules and regulations. Submits billing documents in a timely fashion.
- Looks for ways to improve and promote quality. Provides teaching and education to clinical staff, if requested.

- Follows all procedures and protocol as per Provident policy, federal and state regulations, standard practice and in accordance with the *Collaborative Practice Agreement*. \
- Actively participate in all agency and department education, training, and in-services to confirm understanding of new information or changes to established clinical policies and procedures

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**To apply, please send your resume and cover letter to:**

**Email:** [jobs@providentstl.org](mailto:jobs@providentstl.org)

**US Mail:** Provident, Inc. 2650 Olive Street  
St. Louis, MO 63103  
Attn: Human Resources